

STANDARD PARTY GUIDELINES

If unsure how a specific party name should be entered, please contact Clerk's Office for guidance.

1. **Corporate Names.** Enter the entire corporate name as it appears in the complaint in the last name field. If the name is spelled out in the complaint, spell it out when entering the party. If it is not spelled out, use abbreviations as they appear in the complaint.

Example: The Enrich Company, Inc.
Last Name: The Enrich Company, Inc.

ABC Corp.
Last Name: ABC Corp.

2. **Social Security Cases.** Always enter the party name as Commissioner of Social Security.

Example: Department of Health and Human Services,
Michael J. Astrue, Commissioner of Social
Security
Social Security Commissioner
Secretary of Health and Human Services
**Last Name: Commissioner of Social
Security**

3. **John Does.** If the complaint includes numerous John does, add as one party name. Never add the numbers, letters or roman numerals to the party name - always add as party text.

Example: John Doe I-X
**Last Name: Doe First Name: John
Party Text: I-X**

John Doe Police Officers 1-10
**Last Name: Doe First Name: John
Party Text: Police Officers 1-10**

4. **Estates.**

Example: The Estate of James Sentinel by Ann Smith
**Last Name: Smith First Name: Ann
Party Text: Executor of the Estate of**

Then create Alias:
**Last Name: Sentinel First Name: James
Alias Code: dec**

5. **Individuals with Titles**
- Example: James S. Haviland, Warden of Attica Correctional Facility
Last Name: Haviland First Name: James Middle Name: S.
Party Text: Warden of Attica Correctional Facility
6. **Unknown Names**
- Example: Unknown Spouse of Jim Keller, if any
Last Name: Unknown Spouse, if any, of Jim Keller
7. **Union Names**
- Example: Building Laborers Local 310 Pension Fund
Last Name: Building Laborers Local 310 Pension Fund
8. **Residences**
- Example: In the matter of 428 Main Street, Rochester New York
Last Name: 428 Main Street, Rochester, New York
Party Text: In the matter of
9. **Vehicles**
- Example: One 1992 Ford Focus VIN 141JC144N7136603
Last Name: One 1992 Ford Focus
Party Text: VIN 141JC144N7136603
10. **Currency**
- Example: \$1,000 in US Currency
Last Name: \$1,000 in US Currency
11. **Cities, Towns, etc.**
- Example: City of Buffalo
Last Name: City of Buffalo
- State of New York
Last Name: State of New York